

Equal Opportunity & Non-Discrimination Policy



1. Purpose

Extra Recruitment is committed to fostering an inclusive and diverse workplace that provides equal opportunities for all candidates and employees. This policy ensures that all recruitment, selection, and employment decisions are made without discrimination and in compliance with relevant laws and regulations.

2. Scope

This policy applies to all employees, clients, candidates, and business partners associated with Extra Recruitment. It covers all aspects of recruitment, hiring, promotions, training, compensation, and workplace conditions.

3. Policy Statement

Extra Recruitment strictly prohibits discrimination or harassment based on race, color, nationality, ethnic origin, gender, gender identity, sexual orientation, age, disability, marital status, religion, or any other protected characteristic under applicable laws.

We ensure that:

- - All job advertisements are free from discriminatory language.
- - Selection criteria and recruitment decisions are based solely on merit, skills, and qualifications.
- - Reasonable accommodations are provided for candidates and employees with disabilities.
- - We create an inclusive environment where everyone is treated with dignity and respect.

4. Responsibilities

Recruiters & Hiring Managers: Ensure fair hiring practices and unbiased candidate evaluations.

Employees: Report any discrimination or bias observed in the hiring process.

Management: Enforce this policy, provide training, and address any violations.

5. Reporting & Enforcement

Any concerns or violations of this policy should be reported to HR or management. Complaints will be handled confidentially, and no individual will face retaliation for reporting in good faith.

6. Legal Compliance

This policy aligns with the Equality Act 2010 (UK) and other relevant laws, ensuring compliance with industry best practices.